

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

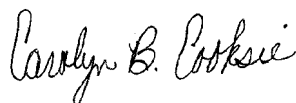
**Notice FLP-270**

1910-B, 1910-C

**For:** State and County Offices

**FY 2003 FLP Credit Reports**

**Approved by:** Deputy Administrator, Farm Loan Programs



**1 Overview**

**A**

**Background**

The National Office has contracted with Dun and Bradstreet (D&B) Information Services to provide online services through the Internet for FY 2003. State Office FLP staffs will retain the responsibility for ordering commercial credit reports for FY 2003.

State Offices:

- must select GSA-approved vendors to obtain mortgage credit reports
- are authorized to obtain electronic mortgage reports for individual and joint applicants.

**B**

**Purpose**

This notice provides guidance on obtaining credit reports.

**C**

**Contact**

Direct any questions about this notice to Ann Smith, LMD at 202-720-1656.

**Disposal Date**

October 1, 2003

**Distribution**

State Offices; State Offices relay to County Offices

9-24-02

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## Notice FLP-270

### 2 Responsibilities

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#### A

##### **Farm Loan Manager (FLM) Responsibilities for Obtaining Commercial Credit Reports**

FLM's will determine whether a commercial credit report is required. If FLM can make a loan determination based on information on an applicant's mortgage report, a commercial credit report is not required.

If FLM determines that a commercial credit report is needed, a \$40 fee will be collected from the applicant and a request to order a credit report will be sent to the State Office, FLP Section.

FLM's shall submit the information on RD Instruction 1910-C, Exhibit A or in memorandum form. Requests must be in writing and provide the following information:

- name of applicant
- mailing and physical address of operation
- telephone numbers for principals and owner's name, if different from name of applicant.

**Note:** The D&B database will not have an established record of activities on newly formed operations; however, they will initiate an investigation upon request.

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#### B

##### **FLM Responsibilities for Obtaining Mortgage Reports**

The standard fee for mortgage reports remains \$28 for individuals and \$34 for joint applicants. FLM's shall follow State Office supplements when ordering and charging fees for paper and electronic mortgage reports.

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#### C

##### **State Office Coordinator Responsibilities for Obtaining Commercial Credit Reports**

The State Office Coordinator or their designee:

- shall order commercial credit reports
  - shall access the D&B website at **<http://www.dnb.com>** and sign in to the State's D&B account using an authorized ID and password
  - shall access the D&B database by selecting "Company Reports" from the list of D&B products
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## 2 Responsibilities (Continued)

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### C

#### State Office Coordinator Responsibilities for Obtaining Commercial Credit Reports (Continued)

- are only authorized to obtain D&B "Business Information Reports"
- shall initiate an investigation through the D&B website if a business information report is not available.

Upon receipt of a credit report, the State Office Coordinator shall FAX the report to the requesting FLM.

**Note:** State Office Coordinators will receive monthly reports from D&B detailing the usage of the individual accounts. State Offices will not be billed by D&B for access to this database.

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### D

#### State Office Responsibilities for Obtaining Vendor Services for Mortgage Reports

State Offices will:

- select approved vendors from GSA Schedule 520, "Financial and Business Solutions," Item 520-16, "Business Information Services"

**Notes:** Effective April 1, 2002, Schedule 732 I A, the previous schedule for Business Information Services, was merged with Schedule 520.

GSA Schedule 520 can be found on the GSA website at <http://www.fss.gsa.gov>. Select the following:

- Schedules e-Library under "Related Links"
- Schedules e-Library link on the information page displayed
- 520 from the drop down menu under "Go to Federal Supply Schedule".
- issue State Office supplements providing additional guidance, that is, vendor selection, use of vendors and fees, to field offices

**Note:** State supplements must be issued and approved according to 1-AS, paragraphs 216 and 220.

- amend standard fees to reflect the actual cost for electronic mortgage reports.
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### E

#### National Office Responsibilities

The National Office works with the National Agricultural Library under an interagency agreement to obtain D&B's reporting services. All payments to D&B under this contract are made through the National Agricultural Library.

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